

# **Adult Education and Family Literacy Act Program State Plan for the State of California**

## **Program-Specific Requirements for Adult Education and Family Literacy Act Programs**

The State Plan must include a description of the following as it pertains to Adult Education and Literacy programs under Title II of the Adult Education and Family Literacy Act (AEFLA)

### **A. Aligning of Content Standards**

*Describe how the eligible agency will, by July 1, 2016, align its content standards for adult education with state-adopted challenging academic content standards, as adopted under Section 1111(b)(1) of the Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6311(b)(1)).*

The California Department of Education (CDE), through the State Board of Education (SBE), adopted the Common Core State Standards (CCSS) in 2010. In March 2013, the CDE adopted the College and Career Readiness Standards (CCRS). In March 2014, the State Superintendent of Public Instruction announced the Standards for Career Ready Practice. These standards describe the fundamental knowledge and skills that students need to prepare for transition to postsecondary education, career training, or the workforce. The Standards for Career Ready Practice are taught and reinforced in all career exploration and preparation programs or integrated into core curriculum, with increasingly higher levels of complexity and expectation as a student advances through a program of study.

The CDE Adult Education Office has aligned its content standards to the state-adopted challenging academics of the CCSS and CCRS. The California adult education high school diploma meets the same standards as required for the kindergarten through grade 12 (K–12) high school diploma. The CDE has developed and implemented curriculum and assessment standards within adult basic education (ABE) and English as a second language (ESL) to meet the Educational Functioning Levels established by the National Reporting System (NRS), and to achieve the K–8 academic literacy objectives established by the state’s standards and frameworks.

The CDE provides numerous professional development opportunities to the Title II local providers on the CCSS and CCRS. Thus, local adult education programs are aligned to the CCSS and CCRS, providing a standards-based contextualized curriculum, evidence-based instruction, and assessment focusing on the skills that enable learners to participate more fully within American society as citizens, workers, and family members. In addition, the CDE, through the professional development contractor, has been offering trainings on the English Language Proficiency Standards (ELPS) for Adult Education

since January 2017. The ELPS, published by the American Institute for Research in October 2016 for the U.S. Department of Education, correspond to the CCRS for English language arts and literacy, as well as mathematical and science practices.

## **B. Local Activities**

*Describe how the state will, using the considerations specified in Section 231(e) of the Workforce Innovation and Opportunity Act (WIOA), fund each eligible provider to establish or operate programs that provide the adult education and literacy activities, including programs that provide such activities concurrently. The Unified or Combined State Plan must include at a minimum the scope, content, and organization of local activities.*

### **Funding Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act Providers**

#### Applicant Screening

For the grant years July 1, 2020–June 30, 2023, an open competitive application process was executed adhering to the thirteen considerations specified in the WIOA, Title II: AEFLA, effective July 2014. Grant applicants were required to establish that they had demonstrated effectiveness. Applicants used performance data to demonstrate their record of improving the skills of eligible individuals, particularly those with low levels of literacy. This was demonstrated in the content domains of reading, writing, mathematics, English language acquisition, and other subject areas relevant to the services contained in the state’s application for funds. Grant applicants were required to provide information regarding outcomes for participants related to employment, attainment of secondary school diploma or its recognized equivalent, and transition to postsecondary education and training.

#### Eligible Provider

An eligible provider is defined as an organization that has demonstrated effectiveness in providing adult education and literacy activities. These organizations may include, but are not limited to:

- a. Local educational agencies
- b. Community-based or faith-based organizations
- c. Volunteer literacy organizations
- d. Institutions of higher education
- e. Public or private nonprofit agencies

- f. Libraries
- g. Public housing authorities
- h. Nonprofit institutions not described in (a) through (g) of this section that have the ability to provide adult education and literacy activities to eligible individuals
- i. Consortia or coalitions of agencies, organizations, institutions, libraries, or authorities described in (a) through (h) of this section. (NOTE: All agencies applying as a consortium or a coalition must reside within the boundaries of one of the 71 regional community college district service areas established under the California Adult Education Program [CAEP])
- j. Partnerships between employers and entities described (a) through (i) of this section (WIOA, Title II, Section 203(5); 34 CFR 463.23)

#### Demonstrated Effectiveness

An eligible provider must establish that it has demonstrated effectiveness through performance data on its record of improving the skills of eligible individuals, particularly those who have low levels of literacy. This must be demonstrated in the following content domains:

- Reading
- Writing
- Mathematics
- English language acquisition
- Other subject areas relevant to the services contained in the state's application for funds

An eligible provider must also provide information regarding its outcomes for participants related to:

- Employment
- Attainment of secondary school diploma or its recognized equivalent
- Transition to postsecondary education and training (34 CFR §463.24)

## Application Submission

Successful applicants in the screening process applied online via the Request for Application (RFA) process. Agencies provided narrative detail to the prompts associated with the eleven considerations outlined in the WIOA, Title II: AEFLA:

1. Needs Assessment: The degree to which the provider is responsive to (a) regional needs as identified in the local plan under Section 108; and (b) serving individuals in the community who are identified in such plan as most in need of adult education and literacy activities, including individuals who have low levels of literacy skills, or who are English language learners.
2. Serving Individuals with Disabilities: The degree to which the provider is able to serve eligible individuals with disabilities, including eligible individuals with learning disabilities.
3. Past Effectiveness: The degree to which the provider demonstrates past effectiveness in improving the literacy of eligible individuals to meet state-adjusted levels of performance for the primary indicators of performance described in Section 116, especially with respect to eligible individuals who have low levels of literacy.
4. Alignment with America's Job Centers of California Partners: The degree to which the eligible provider demonstrates alignment between proposed activities and services, and the strategy and goals of the local plan under Section 108, as well as the activities and services of the one-stop partners.
5. Flexible Scheduling: The degree to which the eligible provider's program is of sufficient intensity and quality, and based on the most rigorous research available so that participants achieve substantial learning gains, and uses instructional practices that include the essential components of reading instruction.
6. Evidence-Based Instructional Practices and Reading Instruction: The degree to which the eligible provider's activities including reading, writing, speaking, mathematics, and English language acquisition instruction, are based on the best practices derived from the most rigorous research available, including scientifically valid research and effective educational practice.
7. Effective Use of Technology and Distance Learning: The degree to which the eligible provider's activities effectively use technology, services, and delivery systems; including distance education in a manner sufficient to increase the amount and quality of learning and how such technology, services, and systems lead to improved performance.

8. **Facilitate Learning in Context:** The degree to which the eligible provider's activities offer learning in context, including through integrated education and training, so that an individual acquires the skills needed to transition to and complete postsecondary education and training programs; obtain and advance in employment leading to economic self-sufficiency; and exercise the rights and responsibilities of citizenship.
9. **Qualified Instructors and Staff:** The degree to which the eligible provider's activities are delivered by well-trained instructors, counselors, and administrators who meet all minimum qualifications established by the state, where applicable, and who have access to high-quality professional development, including through electronic means.
10. **Partnerships and Support Services for Development of Career Pathways:** The degree to which the eligible provider's activities coordinate with other available education, training, and social service resources in the community. Such as by establishing strong links with elementary schools and secondary schools; postsecondary educational institutions; institutions of higher education; local workforce investment boards; one-stop centers; job training programs; and social service agencies, business, industry, labor organizations, community-based organizations, nonprofit organizations, and intermediaries, for the development of career pathways.
11. **High-Quality Information and Data Collection System:** The degree to which the eligible provider maintains a high-quality information management system that has the capacity to report measurable participant outcomes (consistent with Section 116) and to monitor program performance.
12. **Integrated English Literacy and Civics Education:** The degree to which the eligible provider has a demonstrated need for additional English language acquisition programs and civics education programs.

The CDE issued a Grant Award Notification (GAN) to successful applicants. Unsuccessful applicants will be given a period to appeal.

Successful grantees are required to submit annual progress reports for program years two and three, 2021–22, and 2022–23. The progress report will include the requirement that agencies provide a description of the steps the agency proposes to take to ensure equitable access to, and participation in, its federally-assisted program per Section 427 of the General Education Provisions Act.

For the grant years 2020–23, the CDE distributed the AEFLA grant funding in an open, competitive application process through an official RFA.

The RFA details the grant requirements and the eleven considerations specified in the

WIOA, Title II: AEFLA. In the application process, eligible providers must address the eleven considerations and show evidence of demonstrated effectiveness in program areas for which they are applying. The competitive grant application sets forth clear screening criteria for review. The CDE issued a GAN to successful applicants. Unsuccessful applicants were given a period to appeal. A new RFA will be issued on a three-year cycle.

The CDE evaluates and monitors program effectiveness of local providers in an ongoing basis, including annual Federal Program Monitoring (FPM) reviews (on-site and online) and annual targeted technical assistance to providers who fall in the bottom quartile of the statewide aggregated assessment results. Furthermore, local providers must provide annual deliverables including data integrity reports, payment point summaries, fiscal reports, Continuous Improvement Plan (CIP), and a local assessment plan. As such, local providers must continue to demonstrate program effectiveness in order to reapply for continued funding.

The CDE incentivizes local providers' demonstrated effectiveness by using a "pay-for-performance" system. Local agencies earn payment points, which translate into grant award funding. The CDE payment point system aligns with the federal NRS measures.

Successful applicants who were grantees in the 2017–20 grant cycle were funded based on payment points earned in the final year of the cycle. Successful applicants new to the grant in 2020–23 were awarded based on a funding formula that includes negotiated enrollment between the CDE, the applicant, and the statewide payment point value.

The CDE developed internal processes to ensure that there is direct and equitable access to the grant funds. All currently funded providers, public adult schools listed in the current *California Public School Directory*, and all other identified eligible agencies receive a grant or contract application notification by email. This includes all known community-based organizations, community colleges, libraries, literacy councils, public housing authorities, and any other provider that is eligible pursuant to Section 203(5). In addition to the general distribution of the sections 225, 231, and/or 243 application notifications, CDE will post a notice of the availability of funding on the website maintained by the Outreach and Technical Assistance Network (OTAN). In addition, the CDE provides application information at conferences, workshops, and other activities attended by potential providers.

Due to the COVID-19 pandemic, many adult schools experienced a significant drop in student enrollment and a limited ability to complete pre and/or post-testing beginning in March 2020. Due to this issue and the CDE Adult Education Office made the decision to fund all sub-grantees for the 2021–22 year at the level they were funded in 2020–21 with the exception of any agency that experienced an increase over the prior year. These agencies were funded related to the increases in performance.

## **Adult Education and Literacy Activities (Section 203 of the Workforce Innovation and Opportunity Act)**

- *Adult education*
- *Literacy*
- *Workplace adult education and literacy activities*
- *Family literacy activities*
- *English language acquisition activities*
- *Integrated English literacy and civics education*
- *Workforce preparation activities, or*
- *Integrated education and training that—*
  1. *Provides adult education and literacy activities, concurrently and contextually with both, workforce preparation activities, and workforce training for a specific occupation or occupational cluster, and*
  2. *Is for the purpose of educational and career advancement*

The CDE uses 82.5 percent of the state allocation for local assistance grants. Local assistance grants and contracts are based on the following priorities; populations with the greatest need and hardest to serve, which includes adult learners who are performing below the eighth-grade level; populations performing at or above the eighth-grade level, but who do not have a high school diploma or its equivalent; individuals with disabilities; and incarcerated adults or eligible adults residing in state hospitals or developmental centers who perform below the high school graduation level. For leadership activities, the state allocates 12.5 percent to provide support for; data and accountability; technology and distance learning; and professional development.

Adult education instruction provides an academic standards-based curriculum integrated with career technical education (CTE). This instruction is established for adults to gain basic life skills, complete the courses necessary to attain a high school diploma or its equivalency, improve employment and career opportunities in order to transition into career or postsecondary training, be able to function in English at a high cognitive level, or gain the knowledge to obtain citizenship.

Adult education courses are offered in day, evening, and weekend formats; and may be delivered in a classroom setting, through distance learning programs, or a combination of the two. To meet the various needs of the adult students, agencies use an open-entry/open-exit or a managed enrollment process. The open-entry/open-exit model allows multiple and timely opportunities for students to enter adult education programs. Students may enter an instructional program at any time during the school year, attend class for an unlimited number of hours while acquiring appropriate skills and knowledge, exit the program upon goal attainment; or exit the program due to external factors, and re-enter the program when able to do so. Managed enrollment permits learners to enter a class during specific predefined enrollment periods. There may be multiple entry points during a class term, however they are strategically timed so that the curriculum delivery is not interrupted. This also allows for classes that are specifically designed to

deliver a set curriculum or content area and requires students to attend a specific class for the duration of the term.

Due to the COVID-19 pandemic, in March 2020, the majority of the adult schools in California embraced distance learning. They provided instruction online and in those areas with limited connectivity, learning packets were developed and deployed. Online and hybrid instruction will continue as a staple in adult education.

The following is a brief description of the adult education literacy programs: Adult Basic Education

The goal of the ABE program is to improve students' basic skills in language arts and mathematics. A model ABE program provides comprehensive services to meet the diverse educational needs of students and prepares them to transition to secondary education and job preparation classes. ABE programs include reading, writing, and computational skills necessary for functioning at levels comparable to students in the first through eighth grade. Courses may be remedial for students or they may provide educational opportunities for students who speak, but do not read English. These programs are also designed to help students develop job readiness skills leading to employment, job advancement, or entering adult secondary education classes.

### English Language Acquisition

The goal of the English Language Acquisition (ELA) program is to prepare adult learners to be able to fluently speak, read, and write English. Students are placed in appropriate skill-level classes through general language proficiency assessments.

There are six levels of instruction; beginning literacy, beginning low, beginning high, intermediate low, intermediate high, and advanced. The assessments for progressing from one level to another measure both general language proficiency and specific standards mastered. The key objectives are as follows:

- Provide students with the ability to use English that is accurate and appropriate in a variety of academic and social settings
- Integrate language acquisition with relevant life experiences, stressing the importance of critical thinking, problem-solving, and self-sufficiency
- Develop students' receptive English language skills of listening and reading comprehension
- Develop students' productive English language skills of speaking and writing
- Provide students with English language and citizenship instruction necessary to successfully complete the citizenship application and interview process

### Adult Secondary Education



The primary goal of the Adult Secondary Education (ASE) program is to provide a curriculum that enables adults to attain a high school diploma (HSD) or a high school equivalency (HSE) certificate. Subjects include mathematics, English language arts, history, science, government, and other courses required to complete the credits or gain the knowledge necessary to attain an HSD or pass an HSE test. The ASE program is conducted within flexible time frames and provides knowledge and skills necessary for adults to gain self-sufficiency, employment, and to be able to transition into advanced postsecondary and a career.

## **Integrated English Literacy and Civics Education**

WIOA defines Integrated English Literacy and Civics as:

*Education services provided to English language learners (ELLs) who are adults, including professionals with degrees and credentials in their native countries that enable such adults to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States. Such services shall include instruction in literacy and English language acquisition and instruction on the rights and responsibilities of citizenship and civic participation, and may include workforce training.*

California provides Integrated English Language and Civics Education (IELCE) in three focus areas; Citizenship Preparation, Civic Participation, and Integrated Education and Training (IET).

IET is a service approach that provides adult education and literacy activities concurrently and contextually; workforce preparation activities; and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.

The IET service delivery may incorporate one or both of the following teaching models:

- **Co-Teaching:** The co-teaching model involves skills instruction in a workforce training program along with adult education and literacy, delivered in an integrated fashion. In this model, an adult education teacher and a workforce training teacher are teaching in the same classroom; and students are co-enrolled in both the adult education and the workforce training courses.
- **Alternating Teaching:** In the alternating teaching model, students are co-enrolled in two different but coordinated courses. In this model, an adult education teacher and a workforce training teacher are teaching in two different classrooms; and students attend the two courses at different times.

**Special Rule:** Each eligible agency awarding a grant or contract under this section shall not use any funds made available under this title for adult education and literacy activities for the purpose of supporting or providing programs, services, or activities for

individuals who are under the age of 16 and are enrolled or required to be enrolled in secondary school under state law; except that such agency may use such funds for such purpose if such programs, services, or activities are related to family literacy activities. In providing family literacy activities under this title, an eligible provider shall attempt to coordinate with programs and services that are not assisted under this title prior to using funds for adult education and literacy activities under this title for activities other than activities for eligible individuals.

Special Rule: California's funded agencies under the WIOA that are awarded a grant or contract under this section shall not use any funds made available under this subtitle for adult education and literacy activities for the purpose of supporting or providing programs, services, or other activities for individuals who are not individuals described in subparagraphs (a) and (b) of Section 203(4); except that such agency may use such funds for such purpose if such programs, services, or activities are related to family literacy services. In providing family literacy services under this subtitle, an eligible provider shall attempt to coordinate with programs and services that are not assisted under this subtitle prior to using funds for adult education and literacy activities other than adult education activities (Section 231[d]).

## **C. Corrections Education and other Education of Institutionalized Individuals**

*Describe how the State will establish and operate programs under Section 225 of the WIOA for corrections education and education of other institutionalized individuals; including how it will fund, in accordance with the requirements of Title II, subtitle C, any of the following academic programs for:*

- *Adult education and literacy activities*
- *Special education, as determined by the eligible agency*
- *Secondary school credit*
- *Integrated education and training*
- *Career pathways*
- *Concurrent enrollment*
- *Peer tutoring*
- *Transition to re-entry initiatives and other post-release services with the goal of reducing recidivism.*

*Each eligible agency using funds provided under programs for corrections education and other institutionalized individuals to carry out a program for criminal offenders within*

*a correctional institution must give priority to serving individuals who are likely to leave the correctional institution within five years of participation in the program.*

## **Correctional Institution Programs**

The WIOA expands the use of funds for adult education programs in correctional institutions. This includes the teaching of basic literacy skills including reading, writing, speaking, and math; special education programs; secondary education credit and high school diploma or equivalency programs; and career-integrated education and training. Correctional institutions must describe and define the academic program areas in their grant application, and describe how the agency will deliver these programs.

Section 225 funds are available to local education agencies (LEAs) that have contracts with local jails or local law enforcement departments responsible for managing the jail programs. Section 225 funds are also available to state correctional education programs. Applications submitted by local school districts, LEAs, and other state and local correctional education programs, must outline how the agency ensures participants' access to the program if they are within five years of release.

As part of California Department of Corrections and Rehabilitation's (CDCR) Division of Rehabilitative Programs and the Office of Correctional Education (OCE) offers various academic and education programs at each of California's adult state prisons. These programs are monitored by the CDE through the compliance monitoring system, and CDCR is required to outline what components are delivered in these activities in the application for the WIOA grant funding.

Correctional education programs within institutions include academic and CTE programs addressing the requirements of the WIOA grant. The CDE partners with correctional education providers to develop integrated education and training models that address the academic and career programming needs designed to support students' completion of an HSD or equivalency degree. The transitional plan for students' access to postsecondary education and career pathways is included in correctional education to ensure students will have the twenty-first-century skills necessary to succeed once released.

The CDE works in partnership with correctional education providers by offering continued technical assistance in understanding and implementing the grant requirements. To ensure compliance with the law, the CDE continues to monitor the academic and career technical programming and reviews the financial records to ensure correctional education providers are allocating the grant funding to correctional education programs as required by law.

The CDE also ensures compliance with federal and state law as a member of the Corrections Rehabilitation Oversight Board (C-ROB). The CDE monitors the academic rehabilitation process and contributes to the annual report on academic programs in conjunction with other agencies in the annual report to the California Legislature.

There are 35 state prisons, four developmental centers, and five state hospitals providing adult education programs to institutionalized adults and inmates. All 58 California counties provide education programs in county jail facilities. Other facilities such as state hospitals, developmental centers, and limited retention facilities provide literacy services to inmates. These institutions often collaborate with adult schools, public libraries, and community-based organizations.

## **D. Integrated English Literacy and Civics Education Program**

*Describe how the State will establish and operate Integrated English Literacy and Civics Education programs under Section 243 of WIOA, for English language learners who are adults, including professionals with degrees and credentials in their native countries.*

### **Integrated English Literacy and Civics Education**

IELCE is an important offering to California adult immigrant learners. WIOA defines Integrated English Literacy and Civics as:

*Education services provided to ELLs who are adults; including professionals with degrees and credentials in their native countries that enable such adults to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States. Such services shall include instruction in literacy and English language acquisition and instruction on the rights and responsibilities of citizenship and civic participation, and may include workforce training.*

California provides IELCE in three focus areas; Citizenship Preparation, Civic Participation, and IET. Learning gains are documented using academic pre-tests and post-tests along with performance-based additional assessments. In addition to pre-tests and post-tests, adult learners enrolled in Citizenship Preparation take the written Government and History for Citizenship test and the oral Citizenship Interview Test.

1. Citizenship Preparation has a primary focus to help adults obtain United States citizenship. Students benefit by preparing for the United States Citizenship and Immigration Services citizenship test. In addition, the CDE has added an oral practice test. It was determined that lack of English proficiency was a major obstacle for immigrants to pass the interview portion of the citizenship process. By adding the oral interview practice test, the adult learners are more comfortable and confident and better able to respond to questions.
2. Civic Participation has a primary focus on civic involvement. Agencies conduct community and student assessments and teach the language and literacy objectives that best match their students' identified needs, and will assist them in attaining mastery of a specific civic objective. Civic objectives meet the following criteria:

- Integrate English language and literacy instruction into civics education
  - Focus on content that helps students understand the government and history of the United States; understand their rights and responsibilities as citizens; and participate effectively in the education, employment, and civic opportunities this country has to offer
  - Integrate active participation of the students in community activities
3. IET within the IELCE program has a primary focus to prepare ELLs for, and place in, unsubsidized employment in in-demand industries and occupations that lead to economic self-sufficiency, and integrate with the local workforce development system and its functions to carry out the activities of the program.

IET is a service approach that provides adult education and literacy activities concurrently and contextually with; workforce preparation activities; and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement. “Concurrently and contextually” means that, within the overall scope of the Integrated EL Civics program, adult education, workforce preparation, and workforce training activities must:

- Be of sufficient intensity and quality, and based on the most rigorous research available
- Occur simultaneously
- Use occupationally relevant instructional materials

To meet the IET requirements when designing the curriculum of an IELCE program, the program must:

- Have a single set of learning objectives and activities organized to function cooperatively
- Be aligned with the state’s content standards for adult education
- Be part of a career pathway

Students in an IELCE program must have the opportunity to be enrolled in both an adult education and literacy program and a workforce training program. Co-enrollment in the IELCE program may include one or more of the following options:

- ELLs are co-enrolled in a workforce training program provided through an America’s Job Center of California
- ELLs are co-enrolled in the provider’s workforce training program, such as CTE
- ELLs are co-enrolled in a series of workforce training courses within a career

pathway offered by multiple providers designed to lead to employment

- ELLs are working directly with an employer through apprenticeship, pre-apprenticeship, or on-the-job training

Detailed information and descriptions of the language and literacy objectives used for the IELCE program can be found on the [Comprehensive Adult Student Assessment Systems \(CASAS\) Website](#). Each objective consists of a Civic Objective, Language and Literacy Objective, and an Additional Assessment Plan. Agencies annually select objectives based upon a preliminary needs assessment through a survey of their students. Agencies have the opportunity to develop new objectives as needs evolve.

*Describe how the State will fund, in accordance with the requirements of Title II, subtitle C, Integrated English Literacy and Civics Education services and how the funds will be used for those services.*

For the grant years of 2020–23, the CDE distributed the AEFLA grant funding for sections 225, 231, and/or 243 in an open, competitive application process through an official RFA. The RFA detailed the grant requirements and the eleven considerations specified in the WIOA, Title II: AEFLA. In the application process, eligible providers addressed the eleven considerations and showed evidence of demonstrated effectiveness in program areas for which they were applying. The competitive grant application set forth clear screening criteria for review. The CDE issued a GAN to successful applicants. Unsuccessful applicants were given a chance for an appeal. A new RFA will be issued on a three-year cycle for 2023–2026.

As a condition of being awarded Section 243 IELCE funds, recipients are required to submit an annual Integrated English Literacy and Civics Education Report that outlines their progress in developing and implementing service approaches that provide adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.

The CDE requires all eligible providers for sections 225, 231, and/or 243 to use the same application process. This ensures that all applications are evaluated using the same rubric and scoring criteria. Statewide leadership activities are provided through contracted service providers in compliance with state contracting requirements. The CDE has also developed interagency agreements with the CDCR, Department of Developmental Services, and the Division of Juvenile Justice to provide the appropriate and necessary services for institutionalized adults.

## **E. State Leadership**

*Describe how the State will use the funds to carry out the required State Leadership activities under Section 223 of WIOA.*

The CDE, in partnership with California Workforce Development Board (CWDB) and local providers, has implemented and aligned adult education and literacy activities with other core programs and one-stop partners. This includes the development of career pathways to provide access to employment and training services for individuals participating in adult education and literacy activities. This also includes the CAEP to provide better-coordinated services for adult learners leading to career pathways and employment opportunities. The WIOA Implementation Work Group develops performance measures and multi-agency metrics; policy, systems' alignment and regional collaboration, and determines any needed governance changes.

The CDE, along with its leadership contractors, provide technical assistance and training to all of the local AEFLA providers in the following areas:

- Scientific research-based instructional and programmatic practices focused on reading, writing, speaking, mathematics, English language acquisition, distance education, digital literacy and staff training.
- The integration of the AEFLA agencies as a one-stop partner to provide their students access to employment opportunities, job training skills, and support services.
- The use of technology to increase program efficiency in administration, curriculum delivery, and for student mastery.

The CDE, along with its leadership contractors, has implemented a system that provides sound monitoring and evaluation of the AEFLA programs. The CDE continues to conduct numerous training and technical assistance activities including providing models and information on proven practices within California programs. The CDE believes in providing high-quality professional development to local providers to encourage continuous improvement in teaching practices.

With the opportunity provided by the WIOA, the CDE works with the CWDB to strategically examine the technical assistance and professional services provided to forge continuous improvement. The CDE provides technical assistance and training to local providers to meet the new performance measurements of WIOA. The CDE will continue to provide AEFLA providers research-based best practice trainings; and technical assistance in the use of technology, data collection, and analysis.

The CDE, through contracts with three outside agencies, collaborate to conduct state leadership activities. These contracts, funded through the leadership activities portion of the WIOA grant, provide a variety of services to support the grantees. The contracts are in the areas of:

1. Assessment and accountability
2. Technology and distance learning
3. Professional development

## **Assessment and Accountability**

The main objective of the CDE adult education assessment and accountability system is to track the progress and success of students, as well as the performance of local agencies to determine if they meet the goals and objectives of the WIOA. The CDE provides a nationally-approved standardized assessment system for all levels of the ABE, ASE, and ELA programs. The CDE collects and reports adult education accountability data annually to the state legislature and federal government.

The CDE is currently contracting with the CASAS. The contractor provides statistically reliable and valid assessment instruments necessary to accurately track student outcomes. This data is disseminated to all stakeholders to set goals and meet objectives of the WIOA.

Working with the CDE, the contractor will provide a statewide web-based database system for all adult education providers. The CDE also works with the contractor to provide training to funded agencies in areas of data-based decision-making and networking among recipients so that they can share effective accountability practices.

In order to maintain relevance in the changing world of adult education and workforce development training; the contractor is required to update and keep current pre/post testing instruments, training materials, student entry/exit records, and student testing records. The contractor under the direction of the CDE makes enhancements to the process for collecting, aggregating, analyzing, and reporting both quantitative and qualitative program data. In collaboration with the CDE, the contractor coordinates with other contractors to identify and address needs to improve the data collection process for federally funded programs in California and address the special needs of various populations, such as individuals with disabilities.

In response to the COVID-19 pandemic, the contractor ensured that remote assessments, including protocols and procedures, were available for sub-grantees to continue to measure student outcomes.

## **Technology and Distance Learning**

One of the main objectives of the technology and distance learning contract is the implementation of technology at both the agency administration and the classroom levels. The technology and distance learning contractor, OTAN, incorporates curriculum for distance learning and provides professional development to support the use of instructional technology to deliver curriculum.

Working with the CDE, OTAN offers internet resources, and computer-assisted and web-based instruction. The contractor provides a robust system of telephone, online, and onsite technical support to ensure that technology is a priority. In addition, OTAN is responsible for facilitating trainings in the use of best practices and provides technical assistance using a variety of delivery models.



OTAN is nationally recognized and is responsible for managing California's distance learning infrastructure and expanding the ability of adult education providers to communicate with each other and their adult learners through multiple methods; develop a videoconferencing capability; and provide capacity building services to smaller agencies providing literacy services. The contractor provides instructional technology support by improving and expanding on a variety of successful activities currently occurring throughout the state. These include researching and making available current information on new and emerging technologies and educational resources. An essential part of this contract is conducting training and workshops in all aspects of planning and implementing instructional technologies in education and training. The contractor helps providers implement best practices in computer-assisted and/or web-based instruction through demonstrations, and by disseminating information on successful models. The contractor also assists the CDE in the implementation of the CIP, which is a deliverable required from all AEFLA providers.

Activities designed to help expand the expertise of adult education providers to adopt distance and online learning in their instructional strategies is a priority. To facilitate integrated success among education agencies, the contractor provides an electronic collaborative environment. This includes discussion boards and workgroups for the exchange of information about effective program models, teaching techniques, and curriculum.

Piloting, implementing, evaluating, and disseminating models for learner-oriented websites to encourage students to obtain the knowledge and skills necessary for employment and self-sufficiency are priority objectives. The contractor was able to shift quickly in March of 2020 to focus on teacher and administrator training related to the implementation of online instruction.

### Professional Development

The CDE, as part of the leadership portion of the WIOA grant, has contracted with the nationally-recognized American Institute of Research to provide adult education-focused professional development to the subgrantees. The contract is designed to deliver strategic high-quality professional development programs to improve instruction. This includes an emphasis on instruction and incorporating the essential components of reading instruction. The professional development activities include the dissemination of information about many instructional models and promising practices to deliver adult education and workforce programs. The goal is to support and continuously improve high-performing literacy and basic skills in adult education programs. The contractor is expected to design, implement, and operate a large-scale, statewide professional development project for all WIOA funded agencies. Other priorities of this contract include facilitating the implementation of models for IET and career pathways. Additionally, the development and implementation of a system to assist in the transition from adult education to postsecondary education and training, including linkages with postsecondary educational institutions or institutions of higher education, is another priority. The development and piloting of strategies for improving teacher quality and

retention are critical to the long-term success of adult education, and best practices in these areas are provided through this contract. The development and implementation of programs and services to meet the needs of adult learners with learning disabilities or English language learners, which may include new and promising assessment tools and strategies based on scientifically valid research, are included in the professional development activities provided to grant recipients. In response to the COVID-19 pandemic, and in collaboration with OTAN, the contractor developed a research brief and webinar on best practices in distance learning and blended learning. All of these activities are essential components of the professional development contract in order to ensure the success of the agencies utilizing WIOA grants. These professional development activities are delivered through multiple formats including workshops, face-to-face trainings during non-COVID-19 restrictions, mentoring, Professional Learning Communities, Communities of Practice; and online activities such as, web-based trainings are specifically designed and focused on improving the quality of instruction.

Through the adult education professional development leadership contractor, a number of IET professional development resources and services are offered. A training module on IET is aligned with the CDE's approved IET models. This training module offers two delivery formats; as a blended regional Community of Practice (CoP), which combines face-to-face meetings and online collaboration; and as facilitated online courses. During the COVID-19 pandemic the CoP was available only in the online format. The module guides teams consisting of an administrator, an academic instructor, and a technical skills instructor through the process of developing an action plan to implement IET program(s) aligned with the local provider's IET vision. IET is also highlighted in a training module on Accelerating Learning to Facilitate Career Pathways. Additionally, videotaped interviews with IET practitioners are featured on the professional development leadership contractor's website. Finally, two other training modules focus on related strategies to support workforce preparation; Integrated and Contextualized Instruction in the ESL and in the ABE/ASE Classrooms, respectively.

### Leadership Collaboration

The CDE and the contractors hold quarterly meetings to coordinate all activities listed in the sections above. This is to ensure that the contractors are working together with the same goals and objectives as outlined in the WIOA law. Responsibilities are outlined and tasks with appropriate action plans are devised. The purpose of the quarterly meetings is to make sure that services are provided efficiently, to avoid duplication of efforts, and to offer the maximum amount of coordination across all contractors and the CDE.

Leadership contractors work in collaboration with each other to identify and provide a wide range of activities designed to assist local agencies in increasing participation rates, improve instruction, provide student resources, and promote student success. Many of the professional development training modules created by the contractors feature an online component intended to support the onsite training provided. Web-based seminars are created by the individual contractor or the CDE, and hosted by the

technology and distance learning contractor. A direct focus on promoting networking with a variety of local agencies, in order to locate appropriate support services for students, as well as coordination with the local America's Job Centers of California, is also a priority. Professional development conducted through these contracts provides maximum benefit for the WIOA providers while incurring the lowest expense. In response to the COVID-19 pandemic, the three leadership contractors met with staff from the Adult Education Office to quickly deploy resources to the adult education field. This included the promotion of recorded videos and trainings related to online learning, the development of a COVID-19 webpage with updated information, trainings, and supports.

*Describe how the State will use the funds to carry out permissible State Leadership Activities under Section 223 of WIOA, if applicable.*

## **F. Assessing Quality**

*Describe how the eligible agency will assess the quality of providers of adult education and literacy activities under Title II and take actions to improve such quality, including providing the activities described in Section 223(a)(1)(b) of WIOA.*

The CDE assesses the quality of providers through quarterly and annual evaluations. A major focus of these evaluations is to measure the effectiveness of state and local providers in attaining the core indicator performance levels negotiated with the United States Department of Education. These evaluations also measure continued progress and improvement of the goals and objectives of the considerations in Section 231(e).

The CDE reviews strategies, processes, and barriers to attaining the performance levels; as well as quantitative and qualitative data to evaluate the progress and improvement of the programs.

The evaluations collect local provider and student performance measures; determine the level of student improvement; identify program quality; and determine the extent to which populations identified are served.

Results of the evaluations provide relevant information about the effectiveness of adult education programs; characteristics of the learners participating in the literacy programs; analyses of learner gains and identification of emerging needs; and the impact of local providers in meeting their identified performance standards.

Pursuant to Section 212 of the AEFLA, each agency must provide student progress measures obtained from all students who have attended at least 12 hours of instruction in programs receiving sections 225, 231, and 243 federal supplemental funds.

Documented progress of student performance measures must include at a minimum:

- Literacy skill level improvements in reading, writing, and speaking the English language, problem-solving, numeracy, and other literacy skills

- Placement in, retention in, or transition into postsecondary education, training, unsubsidized employment, or career advancement
- A secondary school diploma or its equivalent

All agencies are required to maintain individual student records for all students who have attended 12 hours of instruction. Each record must contain student identification and demographic information; attendance rates; years of schooling and placement level at program entry; initial learning goals; specified pre and post-testing student information; entry and update records; and other specified information necessary.

## **Monitoring and Program Evaluation**

As part of the CDE's FPM process, the Adult Education Office conducts annual reviews to ensure local agencies provide effective and high-quality services consistent with WIOA, Title II legislation. The FPM process also evaluates fiscal and legal areas of responsibility. Agencies selected for review each year are determined by using risk criteria developed by both the FPM and Adult Education Offices. In addition, for ongoing assessment purposes:

1. The CDE requires all agencies to submit quarterly reports that reflect student participation levels and progress.
2. The CDE conducts an annual comprehensive qualitative program survey. This survey is required of all participating agencies and involves practitioner focus groups and interviews of both teachers and students. The results provide recommendations for state-level planning and development activities; identify best practices and emerging needs; and help focus professional development and training to ensure effective instructional programs for targeted populations.
3. The CDE presently incorporates the Core Performance Follow-up Survey system to track student outcomes in the areas of obtaining or retaining employment, as well as transitioning to postsecondary education or training. Under the WIOA, the CDE in collaboration with the Employment Development Department, will create an accountability system to track and report the employment follow-up required by the new law.

## **Evaluating Professional Development**

Beginning in 2001, the CDE contracted with the American Institutes for Research (AIR) to serve as its provider of statewide professional development through the California Adult Literacy Professional Development Project (CALPRO). AIR is one of the world's largest behavioral and social science research and evaluation organizations, and it has considerable expertise in adult learning, technical assistance (TA), and professional development (PD) for adult educators. Regardless of the topic, creating products and

services for CALPRO, AIR's researchers and TA experts determine what the research says and the best practices effective for adult education. AIR works with external subject matter experts and field practitioners to inform, create, and refine the research-based products that will be appropriate for California adult education contexts.

When delivering training, CALPRO staff, together with its network of external consultants, modifies its products as needed to continue to improve them, while staying true to the research.

In order to assess professional development related to reading instruction, CALPRO offers a six-month Evidence-based Reading Instruction (EBRI) Institute that is extremely comprehensive. Cohorts of practitioners continually assess their students' ability in the four components of reading, and adjust instruction based on student data, using the new skills and concepts they have gained from the institute. The institute, as with other CALPRO CoP professional development opportunities; encourages teachers to reflect on their practice; implement new skills and knowledge with their students; and then refine their practice based on how students respond. CALPRO continually refines its EBRI Institute based on the experiences of its practitioners enrolled in it, while staying true to the underlying research.

For professional development specific to the needs of adult learning, CALPRO's Instructor Competencies Self-Assessment (ICSA) and Individual Professional Development Plan. Revised and updated in April 2016, the ICSA is based on a nationally validated, research-based set of Adult Education Teacher Competencies (AETC), which AIR developed for an Office of Career, Technical, and Adult Education initiative. These 17 competencies span four distinct domains and identify the knowledge and skills that every adult educator needs to have as the foundation for effective instruction. Adult educators may take the ICSA, rate themselves in three areas, and receive results instantly. Their results are provided together with an individual PD plan containing numerous targeted resources specific to each competency, available through CALPRO, other State Leadership Projects and/or Literacy Information and Communication System (LINCS). Teachers are instructed to develop a professional development plan, implement the plan and re-assess their performance. Teachers can take the ICSA as many times as they wish and compare their results and plans over time, as their job priorities and skills change. Additionally, CALPRO has a PD module and a research brief based on these same AETC competencies. As well, CALPRO offers training in Understanding the Adult Learner in both face-to-face and in two online formats. Finally, all CALPRO trainings are developed using principles of effective adult learning so that the instructors and administrators pursuing PD will be effectively engaged.

In working with paid personnel employed by WIOA funded agencies, CALPRO's PD is intended to serve individual educators, as well as a higher program level. For example, the ICSA mentioned above can be taken voluntarily and accessed on CALPRO's web site. A database collects responses and allows individual teachers to go back to reexamine their results over time and look for teacher change. If "quality of PD" is best determined by teacher change of practice, the ICSA and its PD plan encourages

teachers to re-take the self-assessment as their students' needs change and teachers' priorities in PD evolve. At the program level, every PD offering is designed to include strong implementation emphasis, in which teachers reflect on their implementation and then refine their practice. For CALPRO's more extensive PD offerings, such as the Professional Learning Communities Institute, the Leadership Institute for New and Aspiring Administrators, the Regional Communities of Practice, and the Training of Trainers Institute; there is a strong emphasis on understanding the impact of the PD as adult educators implement their new knowledge and skills in their program and instructional contexts. CALPRO refines its institutes based on participants' needs while still adhering to research-based practices.

As part of the 2020–23 WIOA, Title II: AEFLA RFA process, the CDE will require that agencies submit a CIP. The CIP requires that agencies establish Specific, Measurable, Attainable, Relevant, and Timebound (SMART) goals including a detailed action plan. The action plan should include the type of professional development which will be provided to staff.

CALPRO disseminates information promptly about effective models, research-based and promising practices through many vehicles; such as an annual comprehensive PD module delivered through various means, including face-to-face, blended, and online formats; multiple formats of online professional learning; an annual research brief; and a web-based research archive. In all of its training, CALPRO seeks to understand how effective its PD is by understanding how teachers' practice changes. All CALPRO trainings encourage adult educators to reflect on their work and the concepts and skills acquired in training and then apply it in their instructional contexts.

The CDE funds additional State Leadership Projects through the AEFLA grant. CASAS, which provides assessment and data and accountability; and OTAN, which provides distance learning and instructional technology.

CASAS disseminates information through its annual CASAS Summer Institute, statewide regional network meetings, covering all 10 CDE regions, and TOPSpro Enterprise network meetings. CASAS also provides targeted TA to improve programs, data quality, and NRS performance on persistence; educational functioning levels (EFLs) and core performance indicators for entering and retaining employment, entering postsecondary education and training programs, and obtaining a HSD or a HSE. CASAS also provides a variety of online training sessions, statewide face-to-face trainings, and an online tool that presents California NRS adult learner data at the state and local agency levels; where agencies can compare local performance with state goals, other local agencies, and counties in AEFLA programs.

OTAN disseminates information through a multitude of face-to-face and online workshops, conference presentations, and by producing videos that demonstrate teaching with technology and technology integration lesson plans. All videos are archived on OTAN's website. OTAN also hosts the Digital Leadership Academy (DLAC). This program combines OTAN's previous Academies (Technology Integration Mentoring Academy and the Online Teaching Academy) and is offered for two years to

ensure agencies meet their technology integration, distance learning, or blended teaching goals. The Technology and Distance Learning Symposium is OTAN's annual conference with dynamic, hands-on presentations and lively discussions that show participants how to integrate technology into instruction and extend the classroom to learners through blended and distance learning. When held in-person, the Technology and Distance Learning Symposium rotates each year between north and south geographic locations in the state. In response to the COVID-19 pandemic, the Symposium has been held virtually until it is safe to return to face-to-face meetings.

## Certifications

States must provide written and signed certifications that:

1. The plan is submitted by the state agency that is eligible to submit the plan. **Yes**
2. The state agency has authority under state law to perform the functions of the state under the program. **Yes**
3. The state may legally carry out each provision of the plan. **Yes**
4. All provisions of the plan are consistent with state law. **Yes**
5. A state officer, specified by title in the certification, has authority under state law to receive, hold, and disburse federal funds made available under the plan. **Yes**
6. The state officer who is submitting the plan, specified by the title in the certification, has the authority to submit the plan. **Yes**
7. The agency that is submitting the plan has adopted or otherwise formally approved the plan. **Yes**
8. The plan is the basis for state operation and administration of the program. **Yes**

## Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.



3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants; and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Applicant's Organization: California Department of Education

Full Name of Authorized Representative: Tony Thurmond

Title of Authorized Representative: State Superintendent of Public Instruction

[Standard Form-LLL- Disclosure of Lobbying Activities](#) (only if applicable). If applicable, please print, sign, and email to [OCTAE\\_MAT@ed.gov](mailto:OCTAE_MAT@ed.gov)

## Assurances

The State Plan must include assurances that:

1. The eligible agency will expend funds appropriated to carry out Title II of the Workforce Innovation and Opportunity Act (WIOA) only in a manner consistent with fiscal requirements under Section 241(a) of WIOA (regarding supplement and not supplant provisions). **Yes**
2. The eligible agency will ensure that there is at least one eligible provider serving each local area, as defined in Section 3(32) of WIOA. **Yes**

3. The eligible agency will not use any funds made available under Title II of WIOA for the purpose of supporting or providing programs, services, or activities for individuals who are not “eligible individuals” within the meaning of Section 203(4) of WIOA, unless it is providing programs, services or activities related to family literacy activities, as defined in Section 203(9) of WIOA. **Yes**
4. The Integrated English Literacy and Civics Education program under Section 243(a) of WIOA will be delivered in combination with integrated education and training activities; **Yes**
5. The Integrated English Literacy and Civics Education program under Section 243(a) of WIOA will be designed to (1) prepare adults who are English language learners for, and place such adults in, unsubsidized employment in in-demand industries and occupations that lead to economic self-sufficiency and (2) integrate with the local workforce development system and its functions to carry out the activities of the program. **Yes**
6. Using funds made available under Title II of WIOA to carry out a program for criminal offenders within a correctional institution, the eligible agency will give priority to serving individuals who are likely to leave the correctional institution within five years of participation in the program. **Yes**
7. The eligible agency will comply with the Buy America Act; meaning that funds from WIOA, Title II used to purchase equipment and products are used to purchase American-made equipment and products. **YES**